



Model Form to Assist Parents in Requesting a Due Process Hearing under IDEA 2004, Part B

I, _____, am requesting a hearing before a State Administrative Law Judge.
(your name)

Please print

**If there is another parent at another address with
parental rights, please complete the
following:**

Parent Name(s)

Parent Name(s)

Mailing address (or contact information)

Mailing address (or contact information)

City State ZIP

City State ZIP

Phone/contact number & e-mail address (if available)

Phone/contact number & e-mail address (if
Available)

Child's name

Address where child lives (or contact information)

Name of district, school, and AEA where child lives

Name of district, school, and AEA child attends if different than
where child lives

This problem results from the:

Proposal to initiate or change

- ☐ the child's identification
- ☐ the child's evaluation
- ☐ the child's educational placement
- ☐ provision of a free appropriate public education
to the child

Refusal to initiate or change:

- ☐ the child's identification
- ☐ the child's evaluation
- ☐ the child's educational placement
- ☐ provision of a free appropriate public
education to the child

Describe the following (use additional sheets of paper if more space is needed)

1. The nature of the problem relating to the proposal or refusal indicated above:

2. The facts of this case relating to the above problem:

3. Your proposed resolution of the problem:

Before a hearing is actually held:

I/we agree to participate in a Resolution Session provided by the district/AEA: ____ YES ____ NO

I/we agree to participate in a mediation process provided by the state: ____ YES ____ NO

Address and phone number of person filing request, if not parent:

Position/role of person filing request, if not parent: _____
(for example: superintendent, principal, attorney)

Send completed form to:

1. The district that made decisions with which you disagree
2. The AEA special education director
3. Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146